



**DEPARTMENT OF AGRICULTURE
NEVADA JUNIOR LIVESTOCK SHOW BOARD**

**BOARD MEETING
MINUTES**

April 5, 2005

Nevada Department of Agriculture; Conference Room; Reno, NV

NJLSB President Landa called the Meeting to order at 12:15 PM; these individuals attended:

*	Tom Ringkob	Lorraine Vogel	Sherri Blakeslee	Larry Pedrett
*	Judy Rumbaugh	Doris Hoskin	Megan Jackson	Chris Pedrett
*	Jerry Buk	Cindy Smullen	Melinda Sandstrom	Louis Test
*	Loretta Curti	Sandy Wallin	Tonja Dressler	Rebekah Lacey
*	Larry Landa	Joe Buffington	Trevor Baker	
*	Jim Barbee	Nicole Witherow	Melissa Baker	
**	George Campbell	Debbie Witherow	Linda Miller	

* - denotes NJLSB Member

** - denotes Deputy Attorney General

Andrew distributed Financial Reports and Agenda associated materials.

Approval of Meeting Agenda

MOTION: APPROVE AGENDA OF APRIL 5, 2005 NJLSB MEETING

By: Judy Rumbaugh

2nd: Jerry Buk

MOTION CARRIED UNANIMOUSLY

Schedule Next Meeting

The Board discussed times/dates, settling on 7/26/2005 in Lovelock, NV at 12:00 PM (location TBA).

Andrew asked the Board to schedule a brain-storming/goal setting meeting. The Board opted to postpone scheduling this meeting.

Approval of Minutes from January 5, 2005 Meeting

MOTION: APPROVE MINUTES OF JANUARY 5, 2005 NJLSB MEETING AS SUBMITTED

By: Judy Rumbaugh

2nd: Jerry Buk

MOTION CARRIED UNANIMOUSLY

Approval of Minutes from February 11, 2005 Meeting

MOTION: APPROVE MINUTES OF FEBRUARY 11, 2005 NJLSB MEETING AS SUBMITTED

By: Judy Rumbaugh

2nd: Loretta Curti

MOTION CARRIED UNANIMOUSLY

Andrew informed the Board Farm City Days used its panels in May, adding Banner Sale Management would use its panels for the Nugget All American Sheep Show and Sale, making a \$500.00 donation instead of a deposit.

Correspondence

The list of Correspondence below was sent to the Board, including item (a) as identified on the Agenda. The Board discussed that item as reflected.

Andrew asked if there were items the Board wanted to add to the Agenda of the next Meeting.

UNR (University of Nevada, Reno) / UNCE (University of Nevada Cooperative Extension) (February 2, 2005 – March 28, 2005)

UNCE/Matt Gunderson – Forward of email from Jessika Peevy (Churchill County Coop. Ext.) requesting date of availability of 2005 NJLS Scholarship, Youth Advisory Council and Award of Excellence Applications

State of Nevada (February 2, 2005 – March 28, 2005)

Nevada Department of Agriculture (NDOA) – Response to request for removal of Performance Indicators from 2005-2007 Expanded Program Narrative

NDOA/Rick Gimlin – Notice of and discussion regarding the 3/23/2005 Interim Finance Committee Meeting

Nevada Attorney General's Office/George Campbell – Guidance regarding the 2/11/2005 NJLSB Meeting Agenda

NDOA/Rick Gimlin – 2005-2007 Expanded Program Narrative for the Department of Agriculture

NDOA/Rick Gimlin – All Agency Memorandum #04-05, notice the next Interim Finance Committee Meeting would be 3/23/2005 and items requiring approval must be submitted by 2/15/2005

NDOA/Rick Gimlin – Revised 2005-2007 Expanded Program Narrative for Dept. of Ag.

NDOA/Rick Gimlin – Information regarding part time employment and retirement benefits

Silver State Industries – The Printer's Press

Nevada Department of Personnel/Theresa Cohner – Revised pay period schedules through 12/30/2005

Office of the State Treasurer – Notice (and potential consequences) of the State Treasurer instructing Bank of America to not honor payroll checks cashed/deposited prior to issue date

NDOA/Rick Gimlin – Forward of Mr. Gimlin's request for Mike Nolan to provide information on past level of NJLSB funding

NDOA/Rick Gimlin – Notice of deadlines for response to requests for and potential information requests regarding fiscal notes

NDOA/Rick Gimlin – Federal Grants/Rules Summary for Week Ending 2/25

NDOA/Rick Gimlin – Notice of Department of Information Technology training on the CBTAP (Computer Based Testing and Assessing Package) statewide online survey

NDOA/Rick Gimlin – Notice the only budget amendments that will be approved are for items to preserve life of property

Office of the Governor/Chris Molnar – Request for updated information for the Boards and Commissions' database

NDOA/Rick Gimlin – Overview of Nevada's Budget Process & AGRI, NEVADA JUNIOR LIVESTOCK SHOW BOARD documents distributed at the 2/11/2005 NJLSB Meeting

NDOA/Rick Gimlin – Notice of training on CBTAP

Nevada Department of Personnel/Jeanne Greene, Director – Memorandum PERD #11/05 - Daylight Savings Time

Other (February 2, 2005 – March 28, 2005)

Fast Signs – Solicitation for purchase of services/products

Dell - Solicitation for purchase of services/products

Dell - Solicitation for purchase of services/products

Allflex – Allflex Report

Corey Bohner – Request for information/guidance regarding another youth showing Mr. Bohner's second steer at the 2005 NJLS

United States Department of Agriculture/Agricultural Marketing Service/Meat Grading and Certification Branch/Stephen Cave – MGC Instruction 100,

Application for Meat Grading and Certification Services

Jim Elson – Thank you for 2003 NJLS Achievement In Record Keeping Award

United States Postal Service – Solicitation for purchase of services/products

Montero Goat Farm/Gloria Montero – Request for information on the ability of breeding/feeder class exhibitors to apply for NJLS Scholarships

a. **Ryan McKnight – Request the Board allow Mr. McKnight to have another youth show his animal in a quality class at the 2005 NJLS**

Outgoing (February 2, 2005 – March 28, 2005)

AM - NJLSB Member/Judy Rumbaugh – OWP Balance Sheet & Trial Balance as of 1/31/2005

AM - Nevada Dept. of Administration/Risk Management/Katy Mariner – Request for info. regarding a letter outlining the NJLSB's insurance coverage

AM – 2004 NJLS Buyers w/open invoices – Statements reflecting Feb. finance charges

AM – Agricultural Council of Nevada/Virginia Knight – Thanks for Livestock 101 Grant and request for release of Grant funds; includes Livestock 101 flyer and Registration Form

AM – NJLSB Master Email Mailing List – 2/11/2005 NJLSB Meeting Agenda

AM – Washoe, Lyon and Churchill County Cooperative Extension Offices – Request for posting of 2/11/2005 NJLSB Meeting Agenda

AM – NJLS Master Mailing List – 2/11/2005 NJLS Meeting Agenda (NJLSB Members – 2/11/2005 Meeting Agenda, invitation to 2/19/2005 pre-Livestock 101 dinner, 10/20/2004 NJLSB Meeting Minutes, draft of 2005 NJLS Rules, W-4, copies of 2/11/2005 NJLSB Meeting Agenda correspondence items)

AM – State Controller' Ofc./Zina Donoho-King & State Treasurer's Ofc./Kim Cabral – NV State Bank checking account reconciliation for January 2005

AM – helpdesk@doit.nv.gov – Request for addition of 2/11/2005 NJLSB Meeting Agenda to NJLSB webpage

AM – helpdesk@doit.nv.gov – Request for modification to the NJLSB's webpage

AM – UNCE/Matt Gunderson & Jessika Peevy – Notice 2005 NJLS Applications would be available from the NJLSB webpage around the end of Feb.

AM – NDOA/Dr. Keith Forbes – Request for permission to use Dr. Forbes' Scrapie information letter

AM – Churchill County FFA/Cortney Dahl – Notice the Board would discuss RSLEC facility issues at its 2/11/2005 Meeting

AM – NJLSB Members – OWP Trial Balance (for period ending 2/28/2005), Income Statement (7/1/2004 – 2/28/2005) and Nevada State Bank

Checking, NJLS Scholarship CD, State Appropriation and University of Nevada-Reno Check Registers (1/4/2005 – 2/11/2005); distributed at 2/11/2005 NJLSB Meeting

AM – NJLSB Members – OWP Buyer Open Invoice Report through 2/28/2005

AM – NDOA/Rick Gimlin – Request for information regarding the Board's ability to open another checking account for NJLS Sale transactions

AM – helpdesk@doit.nv.gov – Request for modification to the NJLSB's webpage

AM – helpdesk@doit.nv.gov – Request for addition of 1/5/2005 NJLSB Meeting Minutes to the NJLSB's webpage

AM – Joe Baptist and Corey Bohner – Response to request for info. regarding another youth showing Mr. Bohner's second steer at the 2005 NJLS

AM – helpdesk@doit.nv.gov – Request for addition of 4/5/2005 NJLSB Meeting Notice & Memorandum to the NJLSB's webpage

AM – Washoe, Lyon and Churchill County Cooperative Extension Offices – Request for posting of 4/5/2005 NJLSB Meeting Notice & Memorandum

AM – NDOA/Rick Gimlin – 1/5/2005 NJLSB Meeting Minutes

AM – NJLSB Master Email Mailing List & Master Mailing List – 4/5/2005 Meeting Notice & Memorandum

AM – NDOA/Douglas Perry – 1/5/2005 NJLSB Meeting Minutes & 4/5/2005 NJLSB Meeting Notice & Memorandum

AM – NDOA/Margi Scheid - University of Nevada, Reno's 5th FY 2005 NJLSB Invoice and associated documentation; includes request for NDOA payment of Invoice

AM – Reno-Sparks Convention & Visitors Authority – Completed post-show (Livestock 101) evaluation

AM – NJLSB Member/Judy Rumbaugh – OWP Trial Balance and Balance Sheet as of 3/31/2005

AM – State Controller' Ofc./Zina Donoho-King & State Treasurer's Ofc./Kim Cabral – NV State Bank checking account reconciliation for February 2005

a. Ryan McKnight – Request the Board allow Mr. McKnight to have another youth show his animal in a quality class at the 2005 NJLS

Attendees discussed the request and applicable 2005 NJLS Rules. Mr. Buk suggested the situation was not an emergency, the youth had prior notice of both commitments and should make a choice between the two.

MOTION: REJECT MR. MCKNIGHT'S REQUEST

By: Jerry Buk

2nd: Judy Rumbaugh

MOTION CARRIED UNANIMOUSLY

Financial Reports

MOTION: ACCEPT FINANCIAL REPORTS AS RECIEVED

By: Judy Rumbaugh

2nd: Loretta Curti

MOTION CARRIED UNANIMOUSLY

Approval of Invoices and Disbursements

Andrew stated invoices & disbursement were listed in the Check Register Reports.

MOTION: ACCEPT INVOICES & DISBURSEMENTS AS PRESENTED

By: Loretta Curti

2nd: Judy Rumbaugh

MOTION CARRIED UNANIMOUSLY

Withdrawal of funds from General/Awards CD for 2005 NJLS

Andrew reported, with approval of Members Landa and Curti, \$8,000.00 was withdrawn from the General/Awards CD and placed in the NV State Bank checking account. He added this transfer was a traditional pre-NJLS transaction done without full Board approval to avoid withdrawal penalties.

Update on Current Accounts Receivable (includes addressing unpaid or partially paid finance charges)

Update on Aged Accounts Receivable

Andrew stated accounts receivable were listed in the Buyer Open Invoice Report. Mrs. Curti stated she planned to contact the appropriate youth and agents to facilitate payment of the invoices.

2005 NJLSB Workshop

Workshop Committee review of Livestock 101 (includes budget review)

Andrew stated included with the Financial Reports was an outline of Livestock 101 income/expenses. Mr. Test congratulated the Board on Livestock 101 and reported Washoe County Livestock Leaders felt it was a good event. Mr. Landa and Mrs. Rumbaugh concurred, thanking all staff and volunteers who made it successful.

Old Business

FY 2006 NJLSB/UNCE Interlocal Contract

Update/possible approval of FY 2006 NJLSB/UNCE Interlocal Contract

Andrew reminded Members they received a draft FY 2006 NJLSB/UNCE Intrastate Interlocal Contract and associated documentation with their Agendas.

Mrs. Curti asked Ms. Benesh if it would be possible for the Board to sign a Contract (for FY 2006) similar in style to previous years' Contracts. Ms. Benesh stated UNCE Administration suggested to

her a “fixed fee contract” was more appropriate for the situation. She added this “fixed fee contract” contained a Statement of Work outlining services to be provided during the contract period, which the previous format didn’t contain.

Discussion ensued regarding the Contract and associated materials including the following topics: budgets (including Administrative Assistant wages), responsibilities should expenses exceed or not meet budget, UNCE responsibilities/procedures to fulfill contractual obligations and achieve its own responsibilities, classification change of the Administrative Assistant position, NJLSB/NJLS task time requirements and options to decrease them, use of commission to support Board needs, assignment of the 4-H Events & Activities Manager to NJLS tasks and how similar functions were performed by personnel in other Boards.

Mrs. Curti indicated unhappiness with the draft, stating in the past it felt like UNCE would support labor/time requirements necessary for work on NJLSB programs. She added she felt the current contract did not offer the same level of support and understanding. Ms. Benesh stated UNCE wanted to continue to work with the Board and sympathized with the Board’s dilemma. She suggested the Board and UNCE develop creative solutions to address issues working through a contract.

Mrs. Vogel asked if there was a way to increase State funding; Mr. Landa indicated the Legislature would have to be lobbied for an increase to the Board’s State Appropriation.

Mrs. Rumbaugh suggested one concern was loss of control over who performed NJSLB tasks.

Mr. Barbee stated it was his understanding the Board had to either a) partner with UNCE under the circumstances dictated by the contract or B) find a different method/partnership to have necessary functions performed.

Mrs. Rumbaugh suggested she would like to take the submitted contract under advisement. Mrs. Curti asked the Board to have another Meeting to discuss only the contract.

MOTION: TABLE THE FY 2006 NJLSB/UNCE INTERLOCAL CONTRACT DISCUSSION UNTIL A FUTURE MEETING OF THE NJLSB

By: Jerry Buk

2nd: Jim Barbee

Andrew reminded the Board a new contract would have to be in place before the new fiscal year and there were many steps prior to a contract’s approval. Ms. Benesh concurred with both Andrew’s statement and the idea of a Board Meeting to discuss a new contract. Mrs. Rumbaugh asked what would happen if a contract was not approved; Ms. Benesh stated she would like the Board and UNCE to reach some kind of common ground. She added the Board, if it didn’t approve the contract, had many options to address its needs.

Mrs. Curti asked if UNCE would be willing to sign a version of the old contract until the Board could make a decision. Ms. Benesh indicated she would need to work with UNCE Administration before she could answer, but would relay a response as soon as possible.

MOTION CARRIED UNANIMOUSLY

Andrew asked if the Board would like to schedule a Meeting to discuss the contract.

Discussion ensued regarding extension of the current (FY 2005) contract. Ms. Benesh indicated she would find it difficult to extend the contract a full year because she did not feel she had enough hours/employees to perform an equivalent number of NJLSB/NJLS tasks as performed in 2005. Mr. Buk suggested Ms. Benesh find out what UNCE could offer in the way of a contract extension.

The Board discussed various dates/times of a Meeting to discuss the contract. Andrew again reminded the Board of the necessity of having a contract in place before 7/1/2005.

Mr. Buk stated he was concerned there wasn’t language in the draft contract to allow “flexibility of immediacy” to address issues as they occur.

Old Business

2005 NJLS

2005 NJLS (and associated events) planning/preparation – Review/discussion of issues regarding Reno-Sparks Livestock Events Center (RSLEC) facilities and all options to address facility, logistics and animal staging concerns

Mr. Landa briefed attendees on the facility situation at the Reno-Sparks Livestock Events Center including: date of completion of the new structure, set-up of existing/temporary facilities for the 2005 NJLS and electricity/washing area availability.

Mrs. Witherow suggested animals should be sheared prior to the Show and Clubs/youth encouraged to do this. Mrs. Blakeslee concurred, suggesting the Board publicize a request animals be sheared prior to NJLS & emphasizing the uniqueness of the situation. Members Landa and Buk suggested this request be sent to all FFA Advisors/4-H Leaders. The Board discussed the most appropriate way to distribute this information, methods to address the current year's unique issues and role of Specie Superintendents.

Mr. Landa stated his primary concern was the Board's responsibility to offer a safe show for youth and animals despite the added concerns. He suggested limiting the number of participants/animals, but indicated willingness to work with volunteers/staff to offer all classes if that was the Board's desire. The Board discussed this idea and, based on input from attendees, decided to offer all classes.

2005 NJLS

Andrew asked the Board how it would like to acknowledge individuals like Ethan Harmon, Lee Riggins, etc. at NJLS. Discussion ensued as to the proper manner in which to acknowledge the contribution of these individuals.

Andrew notified the Board the Scholarship Committee received copies of all 2005 NJLS Scholarship Applications. Andrew stated one applicant did not have the required Grade Point Average necessary to apply and asked if the Board wanted to consider the Application. Members Curti and Rumbaugh suggested it should not be considered.

Andrew reported three Applications were received for the Award of Excellence.

Volunteers/Judges/Concession Service Provider

Andrew stated he and Mrs. Hoskin were contacting all necessary volunteers. Andrew identified the Beef and Goat judges, stating the Board would hire a different Swine judge to avoid a potential conflict of interest. Andrew reminded the Board Reno Arch Lions Club would provide concessions.

Youth Advisory Council

Review of 2005 NJLS Youth Advisory Council

Andrew reviewed Applications received for the Youth Advisory Council.

Carcass of Merit Recognition

Discussion of Goat exhibitor payment of Carcass of Merit Recognition commission

Andrew asked the Board to discuss whether Goat exhibitors should pay a Carcass of Merit Recognition commission if not able to participate in the contest. Discussion ensued regarding this issue, commission generated and commissions charged by other Fairs.

MOTION: ASSESS ONLY THE 6.5 % COMMISSION (NJLSB COMMISSION) ON THE SALE OF ANIMALS SOLD BY 2005 NJLS GOAT EXHIBITORS

BY: Loretta Curti

2nd: Jerry Buk

MOTION CARRIED UNANIMOUSLY

Mr. Buk asked the Board if it wanted to discuss commissions in general. Discussion ensued as to whether to address this item.

Update on Carcass of Merit Recognition data collection

Andrew notified the Board the 4-H Events & Activities Manager would take carcass measurements at the harvest facilities in his place. Andrew added Mr. Weatherford, the USDA grader, was again working with the Board.

Discussion ensued regarding Andrew's availability to perform post-NJLS functions. Andrew suggested the Board could add budget authority to its current UNCE/NJLSB Interlocal Contract/Grant to purchase more work hours. The Board discussed this option, post-Sale priorities and the role of the 4-H Events & Activities Manager. Additional discussion focused on roles and NJLSB time commitments of personnel in the NV 4-H Program Office and unique challenges faced this calendar year.

2006-2007 NJLS Rules Committee

Appointment of 2006-2007 NJLS Rules Committee

Andrew suggested, in order to have new Rules before the next cycle of NJLS activity, the Board should appoint a Rules Committee. He added Matt Gunderson and Darci Beaton volunteered to serve on the Committee; Doris Hoskin & Lorraine Vogel also volunteered.

Mr. Buk suggested the Board schedule a meeting of the Rules Committee as soon as possible after the Show & Sale. Attendees discussed timing of the meeting and the possibility of Mr. Gunderson setting-up and facilitating the meeting.

Mrs. Curti volunteered to serve on the Committee and suggested Members of the last Committee be asked to serve on the new one. Andrew stated he would ask the Members of the last Committee if they would serve on the new one. Mr. Landa offered to approach Mr. Gunderson and Ms. Benesh about Mr. Gunderson serving as facilitator. Andrew asked Mr. Landa to work with Mr. Gunderson to select an appropriate Meeting date and forward it to him as soon as possible.

OLD BUSINESS

Show Management/NJLSB Administrative Assistant - Discussion of role of NJLSB Administrative Assistant in show management

Andrew informed the Board he and Mrs. Hoskin were basing their operational plan on the premise Andrew would spend most of his time in the NJLS Office while Mrs. Hoskin would spend her time in the Livestock Pavilion and Barns.

Goat Carcass Evaluation - Review/discussion of collected information (includes possible development/approval of NLS goat carcass evaluation standards).

Mrs. Hoskin stated she was collecting information, would discuss standards with the USDA grader and have something ready for the July Meeting.

Schedule - Development/possible approval of 2005 NJLS Schedule

Andrew reminded the Board they received a copy of the Schedule with the Agenda. Mrs. Hoskin and Andrew outlined changes from past years.

NJLS "job descriptions" - Review/discussion of collected NJLS "job descriptions"

Mrs. Hoskin reported she had no additional information for the Board.

2005 NJLS Show & Sale Program - Discussion/development of 2005 NJLS Show & Sale Program

Andrew asked the Board to forgo a "traditional" NJLS Program, presenting the information in a differently to lessen his NJLS time commitment. Members Buk and Barbee voiced approval for this idea.

Saturday (4/30/05) – Dinner / Ice Cream Social - Review of plans for Saturday night events

Andrew asked Mr. Landa to update the Board on plans/preparation for this event. Attendees discussed various plans and options; it was stated no NJLSB money would support the event.

Mrs. Hoskin stated the Youth Advisory Council would host the Ice Cream Social in order to give the Youth Advisory Council “ownership” of part of NJLS.

Matley Fund

Update from NJLSB Members regarding Matley Fund meeting

Mrs. Rumbaugh and Mrs. Curtis reported having no additional information on this item, Mrs. Rumbaugh stated there was a balance of \$2,774.37 in the NJLSB’s Matley Fund account.

Old Business

FY 2006 NJLSB/UNCE Interlocal Contract

Update/possible approval of FY 2006 NJLSB/UNCE Interlocal Contract

Board Members discussed the appropriate date, time and location of an additional Meeting to address this topic. The Board settled on April 25th, 2005 at the Nevada Department of Education Conference Room (Carson City, NV) at 1:00 PM.

Mr. Landa asked the Board if it would be acceptable for him to discuss the Board’s options with the Nevada Department of Agriculture; the Board suggested this would be an appropriate.

Mr. Barbee volunteered to take Minutes for the April 25th, 2005 NJLSB Meeting.

Dr. Rinkgob asked if Andrew would create and distribute a budget of hours spent on NJLSB tasks; Mr. Barbee echoed this request.

Mr. Buk suggested the Board not adopt the position UNCE or any individual was trying to obtain more power over the NJLSB. He added it was his perception UNCE was determining NJLSB related task time commitment to make sure it was following the law and both parties were getting the most value for their contract input. Mr. Barbee added his impression was UNCE was trying to legally and appropriately implement a contract it was a part of. Sandy Wallin suggested UNCE was more trying to be compliant and less in control. Attendees discussed possible ways to address the Contract topic at the next Meeting and differing viewpoints of the Contract discussion.

Board Members discussed the history of the NJLSB and role of UNCE employees in the operation of the NJLSB and NJLS.

Possible Items for Future Board Agendas

No items were suggested

Public Comment

Mrs. Hoskin asked how the Board wanted to handle animals exceeding the maximum Feeder Class weight, being barely eligible for a Market Class. Members suggested Show Management handle this situation case-by-case, with authority to place animals in the most appropriate class.

Adjournment

NJLSB President Landa adjourned the Meeting at 4:30 PM.